



## VETERANS AFFAIRS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	VETERANS AFFAIRS, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, February 11, 2009
<b>POSITION TITLE:</b>	ASSISTANT DEPUTY SECRETARY (CAPITAL ASSETS AND FACILITIES MANAGEMENT)	<b>FINAL FILING DATE:</b>	Thursday, February 26, 2009
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	02112009_5

### POSITION DESCRIPTION

**\*\*\*\*If you have previously applied for this examination as a result of the announcement released on September 17, 2008, you need not reapply. Those individuals who applied and are currently on the eligible list will be considered along with the successful candidates from this exam announcement.\*\*\*\***

Under the direction of the Deputy Secretary for Administration, the Assistant Deputy Secretary for Capital Assets and Facilities Management will have statewide policy and management oversight of capital outlay, public works and related projects for the Department of Veterans Affairs. This includes ensuring all projects are identified and appropriate processes are in place to obtain necessary funding and relevant resources to complete the projects relative to facilities management, capital outlay and construction.

- Serves as a member of the Agency's executive management team. Exercises full management and supervisory responsibility in charge of capital development and facilities management services with responsibility for policy formulation and implementation. Responsible for working closely with all Agency and field management staff in making agency wide decisions and implementing the goals and objectives of the Agency's Strategic Plan.
- Provides the full range of management and supervision of subordinates supervisors and staff assigned to capital development, construction, public works projects, and architectural and engineering services.
- Represents the Agency and the Secretary before the Legislature, Governor's Office, high-level State managers, departmental management, representatives of the Department of Finance, Department of General Services, State Public Works Board, Office of the State Architect, State Fire Marshall, California Veterans Board, Governor's Office, and other entities outside of the State government system on matters pertaining to the capital development, facility maintenance and the associated policy direction of the division and the Agency.

- Facilitates the development of a structured facility maintenance program for all Agency facilities, develops and implements capital outlay projects and planning, develops maintenance projections relative to each Veterans Home; advises executive management on shortfalls and projected deficiencies; coordinates efforts with other programs within the agency.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal

## Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program and facility planning; policy formation; organization coordination and control; and fiscal and personnel management.
2. Experience demonstrating broad administrative and/or program manager experience with substantial participation in the formulation, implementation, operation and/or evaluation of program policies with emphasis in the areas of facility management and capital development.
3. Broad and extensive experience in the management and operational planning of a large and diverse program and knowledge of facilities management practices, principles, and methods.
4. Experience which demonstrates the ability to lead, plan, organize, and direct the work of professional and administrative staff at the administrative or program manager level.
5. Experience which demonstrates the ability to represent the Agency and communicate effectively, both orally and in writing, with the Legislature, Governor's Office, the executive management, and program staff, and other state agencies.
6. Experience in facilities management and supervision that demonstrates the ability to motivate staff and manage large groups. Knowledge of the manager's role in providing equal employment opportunity in the workplace.
7. Experience in budget management including principles, practices and methods of fiscal

accountability, e.g., capital outlay, procurement, special projects, and public works contractors.

8. Ability to analyze complex problems, recommend and initiate effective course of action and develop and implement policies and procedures as appropriate.

## **PERSONAL CHARACTERISTICS:**

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CDVA's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of

**ASSISTANT DEPUTY SECRETARY (CAPITAL ASSETS AND FACILITIES MANAGEMENT)**, with the **VETERANS AFFAIRS, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

## **FILING INSTRUCTIONS**

**Applications must be received by 5:00 p.m. on February 26, 2009. Any applications received after 5:00 p.m. on this date, including those postmarked on this date will not be accepted. In addition, faxed and email applications, will not be accepted. Questions concerning this examination should be directed to Kathy Vagg at (916) 653-1799.**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a font no smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

VETERANS AFFAIRS, DEPARTMENT OF, HUMAN RESOURCES DIVISION  
1227 O STREET, ROOM 404, SACRAMENTO, CA 95814  
KATHY VAGG | (916) 653-1799 | [kathy.vagg@cdva.ca.gov](mailto:kathy.vagg@cdva.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VETERANS AFFAIRS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>